



Vinton High School

Online Payment Instructions

We will be accepting ONLINE PAYMENTS for Registration this school year!

- Online Registration will be open July 1st-August 2nd.
- You will need to know your student's ID number.
 - This number can be found on their report card or on the Student Progress Center website.

Instructions:

1. Open **osp.osmsinc.com/CalcasieuLA** in any web browser.
2. Hover over **High School** and select **Vinton High** from the drop-down menu.
3. **Select items** you would like to pay for (Registration fee) and **Add to Cart**.
4. Once you have selected all your items, **click on the shopping cart** in the upper right corner.
5. Click **Checkout** under the total.
6. If you are not already signed in, the website will ask you to **Sign-in or Create a New Parent Account**.
7. This will then start the Check Out process. For each individual line item, you will need to **select a student** profile to give them credit for that item. Next to the Select Student Profile, click on the down arrow to display your student(s) name(s). (If your list of students is *empty*, select the add student profile on the top right.) **Then click Next**.
8. On the Address page, **type in your billing information**. If there's any difference, be sure it's your *billing address that is associated with your credit card*. **Then click Next**.
9. On the Order Review page, please make sure the order looks correct. **Select the box to agree** to the Terms and Conditions, **then click Next**.
10. On the Payment page, **enter your credit card information**. **Click Place Order**.